

ARCHITECTURE AND ENGINEERING

POLICY DESCRIPTION FORM

Department/Group: Architecture & Engineering/ISG Budget Code: AAA ANE  
 Title: Restoration of 2 BCE II Positions (10497 & LV301059)

PRIORITY: Rank 1 of 1 FUNDING: Full Year ☒ Other ☐ \_\_\_\_\_ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

See Attached

	2003-04	Ongoing 2004-05
<b>APPROPRIATIONS</b>		
Salaries & Benefits (attach additional page if required)	\$ 148,604	\$ 153,062

CLASSIFICATIONS		
Budgeted Staff	Title	Amount
2.0	BCE II	148,604

Services & Supplies

Other (specify) \_\_\_\_\_

Equipment

FIXED ASSETS	
Item	Amount

Reimbursements (specify) <u>5011 Transfers In</u>	(148,604)	(153,062)
Total:	\$ 0	\$ 0

REVENUE (specify source)


Total: \$ 0 \$ 0

LOCAL COST \$ 0 \$ 0

## **ARCHITECTURE AND ENGINEERING**

### **Policy Item #1 of 1 - Restoration of 2 BCE II Positions (10497 & LV301059)**

One Building Construction Engineer II (BCE II) position has been vacant for six months, as the result of the promotion of an employee to Building Construction Engineer III (BCE III). A second BCE II position was new for fiscal year 2002-03, and therefore, has been frozen all year. Architecture & Engineering (A&E) had Human Resources (HR) advertise for the BCE II position in newspapers during October 2002 and only two applications were received. A&E had HR expand the recruitment to trade magazines in November and December 2002. Recruitment was halted with the hiring freeze in January 2003, and as a result A&E did not pursue filling the BCE II position. In the interim, A&E has worked with HR to modify the job requirements in order to attract more candidates.

A&E is currently using an outside consulting firm to help manage some of the projects. Filling the vacant BCE II positions would allow the department to manage these projects with in-house county staff instead of more expensive outside consultants.

The current workload of over 155 projects, which are being managed by the department, far exceeds the number for a project management staff of eight currently filled positions to handle successfully. The number of projects will increase as a result of new mid-year projects submitted for approval by departments, additional ECD funded projects, and new 2003-04 approved Capital Improvement Program (CIP) projects.

The costs for these positions are 100% reimbursable to the general fund from the CIP budget. The BCE II positions are not part of the department's 30% spend down plan.